

## WESTWOOD RECREATION DEPARTMENT

### RECREATION ADVISORY BOARD

Minutes of January 10, 2011

1. MEETING CALLED TO ORDER at 8:08 P.M.

Present: Councilmember Ingrid Quinn, Chair Sherman Taylor, Vice Chair Heidi Catalano, Board Members Christopher Codner, Michael Griffin, Joan Hluchan, Don Smith, Director Gary Buchheister, Admin. Asst. Margaret McDonough  
Absent: Member Janine Borgersen

2. APPROVAL OF MINUTES of December 13, 2010: Chair Heidi Catalano made a Motion to accept the Minutes as presented. Member Hluchan seconded the Motion; the Motion passed.
3. ELECTION OF OFFICERS: Member Hluchan nominated Sherman Taylor to remain as Chair of the Advisory Board and Heidi Catalano to remain as Vice Chair. Member Codner seconded the nominations. A unanimous vote carried the nominations.

Chair Taylor congratulated Ms. Quinn on her re-election to the Council and her re-appointment as Recreation Department Liaison.

4. OPEN PUBLIC FORUM:

5. COUNCIL LIAISON REPORT:

Councilmember Quinn congratulated Mr. Taylor and Ms. Catalano for accepting their re-nominations as Chair and Vice Chair and congratulated Members Borgersen and Smith for their acceptance of another term as Board Members. She thanked them all for their continuing service and dedication.

Councilmember Quinn reported that the 2011 Budget is under a line item review and congratulated Director Buchheister on his budget preparation. Mr. Buchheister reported that due to the use of the Trust Account and self-sustaining programming, the Department's budget request for 2011 is substantially less than the funds requested for fiscal year 2010.

Ms. Quinn reported that the Westvale Park walkway path lighting is being tested. Discussion followed on park lighting schedules.

6. DIRECTOR'S REPORT:

- a. Winter Program Update: Director Buchheister presented the Winter Program Schedule. Winter Registration has been open for one week and several classes have reached maximum enrollment. Several items of the programming schedule were discussed in detail.
- b. Basketball: The basketball game schedule has begun and the various leagues are doing very well. Discussion followed.

## 7. OLD BUSINESS:

- a. Westvale Park Renovation: Director Buchheister reported that he conducted a meeting with representatives of the Baseball, Softball, Football and Soccer Associations which included field scheduling; additional field equipment to be purchased; the use of equipment storage sheds; Canada geese deterrent methods; concession stand use and scheduling; field maintenance; rain policies; field lighting requirements; field irrigation requirements, etc.

Members of the Governing Body, Borough Departments and the Borough Engineers will meet to Identify outstanding project items and facility requirements. Those items and requirements will be presented at a subsequent meeting with representatives of the Sports Associations.

Discussion followed on the renovation of the Board of Education fields and the possible use of Borough fields by school teams during the renovation period. The Board of Education and the Borough are discussing the proposed refurbishment of the Westvale A field in a cooperative effort for the schools' use of the Borough fields.

Director Buchheister confirmed the highly cooperative relationship between the Board of Education and the Recreation Department regarding Use of Facilities.

## 8. NEW BUSINESS:

- a. Community Center Use Policy: The current Use of Facilities Policy and Usage Fee structure will be discussed at the February Board Meeting. The Board will be asked to review and to submit their recommendations for the revision of these policies.
- b. Banner Sponsorship Program: Director Buchheister reported that several sponsors already have banners in the Community Center Gym. He will provide samples of banners and solicitation letters to the Board Members so they may help to identify and obtain additional sponsors. If every Board Member is able to obtain one sponsor, the program will reach the maximum goal.
- c. February Board Meeting Schedule Change: Director Buchheister requested that the February Board Meeting be held on the first Monday of the month, February 7, versus the second Monday, February 14. The Board agreed to the schedule change. Member Codner stated that he will not be able to attend, due to the schedule change.

9. ADJOURNMENT: Motion to Adjourn was made at 8:47 P.M. by Member Hluchan seconded by Member Codner. The next meeting will be Monday, January 7, 2011 at 8:00 P.M. in the Community Center.